



Malta, 11/03/2019

**SUBJECT: EASO/2019/712 Renting of Water Dispensers, Supply of Bottled Water, Coffee, Tea and various kitchen consumables in Greece**

## **EX ANTE PUBLICITY**

### **I. Description of the supplies**

The European Asylum Support Office (EASO) is planning to enter into contracts for the renting of Water Dispensers, and provision of Water Bottles, Coffee, Tea and various other kitchen consumables in order to cover the needs of EASO staff and visitors to the different locations in Greece on a regular basis and in a more efficient way.

The water dispensers shall be connected directly to the water supply and dispense ambient, cold and sparkling water. An advanced filtration mechanism is necessary. Maintenance of the machines will be needed.

The requested supplies will include, but are not limited to:

- Grounded coffee
- Tea bags
- Condensed milk
- Condensed milk light
- White sugar
- Brown sugar
- Dish washer liquid
- napkins

### **II. Description of the contract**

EASO envisages awarding one or several framework supply contract/s in lots. The lots are divided as follows:

LOT 1: Water dispensers (Athens & Lesvos)

LOT 2: Water/Coffee/Tea/Milk/Sugar etc MAINLAND (Athens & Thessaloniki)

LOT 3: Water/Coffee/Tea/Milk/Sugar etc SAMOS

LOT 4: Water/Coffee/Tea/Milk/Sugar etc CHIOS

LOT 5: Water/Coffee/Tea/Milk/Sugar etc LESVOS

LOT 6: Water/Coffee/Tea/Milk/Sugar etc LEROS

LOT 7: Water/Coffee/Tea/Milk/Sugar etc KOS

The maximum duration of the contract will be 48 months. The estimated maximum amount for the overall lots is € 75.000.

### III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least 5 economic operators through which EASO may award the above-mentioned contract.<sup>1</sup>

This publication has an indicative value and constitutes no obligation to award a contract for EASO nor to invite to tender for low value contracts procedures any economic operator having expressed its interest in participating.

Only the tenderers invited by the contracting authority to participate in a procedure for awarding low value contracts will be admissible.

Economic operators interested in being invited to participate in this procedure may express their interest for one or more lots by writing to [CONTRACTS@easo.europa.eu](mailto:CONTRACTS@easo.europa.eu) before **25/03/2019**.<sup>2</sup>

#### EASO Contracts

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<sup>1</sup> This publication is made pursuant to point 3 of Annex 1 to [EU Financial Regulation](#) that provides for ex ante publication on the Institutions' websites of middle value contracts.

<sup>2</sup> The personal data collected in relation to this prior information notice shall be made available on request to the various services of EASO and will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any entity having expressed its interest shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries concerning the processing of your personal data, they should be addressed to [contracts@easo.europa.eu](mailto:contracts@easo.europa.eu).